

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Department of Human Resources**

## **District Personnel Manual Issuance System**

**E-DPM Bulletin No. 21A-8 & 22A-5**

This bulletin may be accessed electronically at [www.dchr.dc.gov](http://www.dchr.dc.gov), by clicking on the "Electronic-District Personnel Manual" link under the "Policies and Procedures" tab; and the "View Issuances to this Chapter" link for E-DPM Chapter(s): **21A & 22A**

**SUBJECT:** Special Open Enrollment Period for District Employees in the Federal Benefits Program (June 26, 2013 – August 26, 2013)

**Date:** July 19, 2013

### **1. Purpose**

The purpose of this bulletin is to provide information to agencies and employees on the special enrollment period for District government employees covered under the Federal Benefits Programs.

On June 26, 2013, the Supreme Court ruled that Section 3 of the Defense of Marriage Act (DOMA) is unconstitutional. As a result, the U.S. Office of Personnel Management is now able to extend benefits to legally married same-sex spouses and related child(ren) of District government employees covered under the Federal Benefits Program. The open enrollment period for health and life insurance will be from **June 26, 2013 to August 26, 2013**.

### **2. Coverage**

a. The Federal Benefits Program is applicable to:

- (1) Individuals first employed by the District government before October 1, 1987 in positions subject to federal benefits, who are still employed without having had a break in service of one (1) workday or more since that date; and
- (2) Individuals first employed by the District government before October 1, 1987 in positions subject to federal benefits, who subsequently terminated such employment and were reemployed with the District government on or after October 1, 1987.

### **3. Provisions**

a. **Federal Employees Health Benefits (FEHB) Program**

- (1) Employees are eligible under the FEHB program to enroll their legally married same-sex spouse.
- (2) The children of same-sex marriages are eligible to enroll as family members of employees participating in the FEHB program.

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*Note: E-DPM bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]*

**Distribution:** Heads of Department and Agencies, HR Advisors, and DPM Subscribers  
**Bulletin Expires:** September 30, 2013

- (3) Employees currently enrolled under self and family that have an eligible spouse or child(ren) will be automatically covered as of June 26, 2013. However, to ensure that your benefit records are accurate, request for changes and supporting documentation must be submitted to the Benefits and Retirement Services, DCHR, via email at [DCHR.Benefits@dc.gov](mailto:DCHR.Benefits@dc.gov). An employee not currently enrolled in the FEHB Program who wishes to enroll in a self and family plan to cover his or her eligible family members, must submit supporting documentation to the Benefits and Retirement Services, DCHR, via email at [DCHR.Benefits@dc.gov](mailto:DCHR.Benefits@dc.gov) by August 26, 2013.
- (4) The effective dates of changes to enrollment are as follows:

Qualify Life Event	Effective Dates
Enrollment or changes from Self Only to Self and Family to cover a spouse	The change or enrollment will be effective on the first day of the first pay period that begins after the date that the personnel authority receives the appropriate request and that follows a pay period during any part of which the employee is in a pay status.
Enrollment or changes to Self and Family based on acquiring a child	<p>The change will be effective on the first day of the first pay period in which the child became an eligible family member for FEHB purposes on June 26, 2013.</p> <p><b>Note:</b> The Self and Family premium begins on the effective date of the change to Self and Family, but coverage for the child and spouse cannot begin until the actual date of the Supreme Court's decision (when the child becomes an eligible family member) or date of the marriage (if after the decision).</p>

- (5) An employee who participates in premium conversion will only be allowed to cancel his or her coverage in cases involving dual enrollment. For example, if two FEHB enrollees are married and newly eligible as spouses based on the Supreme Court decision, the employees may consolidate their FEHB enrollments into one Self and Family enrollment by cancelling one enrollment, and making changes, if needed, to the other.
- (6) An employee who waived participation in premium conversion may cancel at any time.
- (7) Employees who are in a civil union or other forms of domestic partnership other than marriage remain ineligible to participant in the FEHB program.

b. **Federal Employees Group Life Insurance (FEGLI) Program**

- (1) Employees eligible under the FEGLI program are eligible to enroll legally married same-sex spouse and children of legal same-sex marriages as family members.
- (2) Under the FEGLI program, same-sex spouses and child(ren) of same-sex marriages are covered under Option C life insurance.
- (3) If an employee has already purchased Option C coverage under the FEGLI program, a legally married same-sex spouse is automatically covered under the existing enrollment.
- (4) An employee who does not have Option C coverage under the FEGLI program and would like to elect it or would like to increase his or her number of multiples to cover the eligible family members must submit supporting documentation to the Benefits and Retirement Services, DCHR, via email at [DCHR.Benefits@dc.gov](mailto:DCHR.Benefits@dc.gov).
- (5) Employees who have waived Basic and/or Optional FEGLI coverage will be allowed to cancel their waiver based on a change of family circumstance. Employees with no coverage will be allowed to enroll in Basic and any Optional insurance up to the maximum. Any change to enrollment must be submitted to the Benefits and Retirement Services, DCHR, via email at [DCHR.Benefits@dc.gov](mailto:DCHR.Benefits@dc.gov).
- (6) Employees with existing FEGLI coverage are allowed to newly elect or increase Optional insurance up to the maximum. Any changes to enrollment must be submitted to the Benefits and Retirement Services, DCHR, via email at [DCHR.Benefits@dc.gov](mailto:DCHR.Benefits@dc.gov).
- (7) Employees who are in a civil union or other forms of domestic partnership other than marriage remain ineligible to participant in the FEGLI program.

c. **Federal Employees Dental and Vision (FEDVIP) Program**

- (1) Employees who are enrolled under Self and Family in the FEDVIP program must notify BENEFEDS of any additional family members by calling the BENEFEDS Customer Service Center (1-877-888-3337) no later than August 26, 2013.
- (2) Employee who are enrolled under Self Only or a Self Plus One enrollment and would like to change in order to cover a same-sex spouse or newly eligible child(ren), must notify BENEFEDS Customer Service Center by August 26, 2013.
- (3) Employees with a Self Plus One enrollment who would like to change their covered family members must wait until the annual Open Season.

- (4) Employees who are not currently enrolled in the FEDVIP will not be allowed to enroll in the plan until the annual Open Season.

d. **Federal Flexible Spending Account (FSAFED)**

- (1) Effective immediately, an employee who is enrolled in FSAFEDS may request reimbursement for eligible health care expenses incurred by a legally married same-sex spouse or related child. In addition, childcare for a child of an enrollee's same-sex spouse is eligible under a Dependent Care FSA. Eligibility for coverage under an FSAFEDS account is based on IRS dependency rules; except children under age 26 are eligible under a Health Care FSA without regard to tax or residency dependency.
- (2) Employees in existing same-sex marriages will have until August 26, 2013, to enroll or make changes to their existing FSAFEDS account, must notify FSAFEDS Customer Service Center at (1-877-872-3337). Any changes made to the account must be consistent with the life event. In this case, newly eligible spouses and/or children may result in an increased, but not a decreased, election.
- (3) Employees who do not change their elections by August 26, 2013, must wait until the annual Open Season or another Qualifying Life Event to make an enrollment change.

e. **Federal Long-Term Care Insurance Program (FLTCIP)**

- (1) Employees eligible for the FLTCIP and their qualifying relatives may apply for coverage at any time. Newly eligible legally married same-sex spouses of current employees will have until August 26, 2013, to apply for coverage with abbreviated underwriting. After August 26, 2013, same-sex spouses of current employees will be subject to full underwriting.
- (2) Employees enrolled in the FLTCIP may increase, decrease, or cancel their coverage at any time.
- (3) Parents of a legally married same-sex spouse will be eligible as qualified relatives of employees.
- (4) For more information on the FLTCIP, please contact the Long Term Care Partners at (1-800-582-3337), or visit the website at [www.ltcfeds.com](http://www.ltcfeds.com).

**3. Responsibilities**

Agency Human Resource Advisors are responsible for:

- a. Notifying agency employees of the special open enrollment period;
- b. Informing agency employees that they must submit any changes to their federal benefits to the Benefits and Retirement Services, DCHR, via email at [DCHR.Benefits@dc.gov](mailto:DCHR.Benefits@dc.gov);

- c. Informing eligible employees that supporting documents must be submitted to verify eligibility; and
- d. Forwarding supporting documentation to the Benefits and Retirement Services, DCHR, via email at [DCHR.Benefits@dc.gov](mailto:DCHR.Benefits@dc.gov), on a daily basis, but not later than COB, August 26, 2013 during the open enrollment period.

4. **Inquiries**

Inquiries concerning the provisions of the E-DPM bulletin can be directed to the Benefits and Retirement Services, DCHR, by calling (202) 442-9700.



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